

SPECIAL AGENT DEPARTMENT OF JUSTICE

OPEN – STATEWIDE CONTINUOUS FILING



State of California
DEPARTMENT OF
JUSTICE
P. O. Box 944255
Sacramento, CA 94244-2550

CALIFORNIA STATE GOVERNMENT • AN EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION TYPE This is an open continuous filing examination.

WHO SHOULD APPLY Persons who meet the minimum qualifications as stated on this examination bulletin.

HOW TO APPLY **DO NOT SUBMIT STANDARD STATE APPLICATIONS (Form STD. 678)**

To apply for this examination, **submit your name and address** on the Examination Request Form through the Attorney General's Website at: <http://ag.ca.gov/careers/exams.htm>

You may also **submit your name and address** to one of the addresses below:

Mailing Address:

Department of Justice
Testing and Selection Unit
P.O. Box 944255
Sacramento, CA 94244-2550

File in Person:

Department of Justice
Testing and Selection Unit
1300 "I" Street, 1st Floor Lobby
Sacramento, CA 95814

Submission of this information places your name on a mailing list to receive examination materials when the cut-off date is determined. Be sure to specify the exact title of the examination for which you are applying.

**SPECIAL TESTING
ARRANGEMENTS**

If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "Examination Application". You will be notified in writing to determine what assistance can be provided.

SALARY

Range A - \$3232 - \$3801
Range B - \$3866 - \$4780
Range C - \$4663 - \$5766

CONTINUOUS FILING

Applications (Form STD. 678) will be accepted continuously once a cut-off date has been established. Names of successful competitors are merged into the eligible list in order of final scores, regardless of the test date. The resulting eligible list will be used to fill vacancies at the Department of Justice.

THE TESTING PERIOD FOR THIS CLASSIFICATION IS 12 MONTHS. YOU MAY NOT TEST FOR THIS CLASSIFICATION MORE THAN ONCE IN A TESTING PERIOD. IF YOU HAVE TAKEN AN EXAMINATION FOR THIS CLASSIFICATION WITH THE DEPARTMENT OF JUSTICE WITHIN THE LAST 12 MONTHS, YOU ARE NOT ELIGIBLE TO COMPETE IN THIS EXAMINATION.

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**REQUIREMENTS
FOR ADMITTANCE
TO THE
EXAMINATION**

All applicants must meet the education and/or experience requirements for this examination by the written test date. All applications/resumes must include "To" and "From" employment dates (Month/Day/Year), time base, and applicable classification titles. Applications/resumes received without this information will be rejected.

**MINIMUM
QUALIFICATIONS**

EITHER I

One year of experience in the California state service performing duties in the class of Special Agent Trainee, DOJ. (Six months of service as a Special Agent Trainee, DOJ, will admit applicants to the examination, but they must satisfactorily complete one year of experience in this class before they can be considered eligible for appointment.)

OR II

Experience: Two years of experience as a peace officer* in an investigative assignment performing civil, criminal, or narcotics law enforcement work. (Patrol experience may be substituted for the required investigative experience on the basis of one year of patrol experience being equivalent to six months of investigative experience.)

AND

Education: Equivalent to completion of two years of college (60 semester units). (Additional qualifying experience may be substituted for the required college education on a year-for-year basis.)

OR III

Experience: One year of experience as a peace officer* in an investigative assignment performing civil, criminal or narcotics law enforcement work. (Patrol experience may be substituted for the required investigative experience on the basis of one year of patrol experience being equivalent to six months of investigative experience.)

AND

Education: Equivalent to graduation from college.

*In California as defined in Sections 830.1, 830.2, and 830.3 of the California Penal Code or equivalent federal and out-of-state law enforcement.

AGE REQUIREMENT

Minimum age at appointment is 18 years.

**CITIZENSHIP
REQUIREMENT**

Pursuant to Government Code Section 1031 (a), in order to be a peace officer, a person must be either a U.S. citizen or be a permanent resident alien who is eligible for and has applied for U.S. citizenship, except for members of the California Highway Patrol who must be U. S. citizens. Permanent resident aliens who have not applied for citizenship will be permitted to take an examination, but cannot be appointed to a peace officer class until they have applied for citizenship. Denial of an application for citizenship shall result in termination of employment. In addition, failure to attain citizenship within three years after filing an employment application because the applicant has not cooperated in processing the application for citizenship shall result in termination of employment.

**FELONY
DISQUALIFICATION**

Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section 1772 (b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in this class.

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**BACKGROUND
INVESTIGATION
INFORMATION**

Pursuant to Government Code Section 1031, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment. Persons who have previously undergone a Department of Justice background investigation may be required to undergo an additional background investigation.

Information collected for the background investigation after the examination will require you to divulge arrest and/or conviction information on the background investigation documents at the time of employment, but is not required of you at this time. The information you furnish will be used to help determine your suitability for employment with the Department of Justice.

Under Section 432.7(e) of the Labor Code, persons seeking employment with the Department of Justice may be asked to disclose arrest or detention information regardless of whether or not the arrest or detention resulted in conviction, referral, or participation in diversion programs.

Department of Justice Regulations require, as a minimum, pre-employment investigations consisting of fingerprinting, inquiry to local, State, and national files to disclose criminal records, verification of minimum qualifications (i.e., college transcripts), financial status, previous employment background, and personal interviews to determine applicant's suitability for employment.

Any applicant for a State civil service examination for a peace officer class who discloses, or whose background investigation reveals, use of a drug for which possession would constitute a felony offense under the Uniform Controlled Substances Act (Health and Safety Code, division 10, beginning at 11000) subsequent to his or her eighteenth birthday and prior to his or her twenty-third birthday, shall be disqualified from the examination in which he or she is competing until 5 years have elapsed from the date of the disclosed or revealed use of the drug; and shall not be eligible to take any State civil service examination for a peace officer class until 5 years have elapsed from the date of the disclosed or revealed use. If any such disclosed or revealed use occurred on or after the applicant's twenty-third birthday, he or she shall be disqualified from the examination in which he or she is competing until 10 years have elapsed from the date of the disclosed or revealed use of the drug; and shall not be eligible to take any State civil service examination for a peace officer class until 10 years have elapsed from the date of the disclosed or revealed use. The disqualification period shall begin on the date that the drug was used, and not on the date that the drug use was disclosed or revealed.

**SPECIAL
PERSONAL
CHARACTERISTICS**

No illegal involvement in controlled substances as an adult; willingness to work through-out the State and at unusual hours; ability to work under stress and adverse conditions; keenness of observation; good memory for names, faces, places, and incidents; willingness to associate with criminally inclined persons and environments in performance of duties; willingness to work undercover and participate in covert moving, stationary and aerial surveillances; willingness to utilize a variety of weaponry, including shotguns, machine guns, tear gas and distractionary devices; willingness to pursue violent repeat offenders and effect their arrest; willingness to operate a police vehicle under emergency circumstances; willingness to deal with toxic materials and chemicals; willingness to handle gruesome crime scenes involving persons of all ages; satisfactory record as a law-abiding citizen; maintain good credit; possession of a valid California driver's license; willingness to use all appropriate means, including deadly force, to carry out peace officer duties; exercise good judgment; and demonstrate good work habits.

**SPECIAL PHYSICAL
CHARACTERISTICS**

Good health, sound physical condition, freedom from any physical, mental, or emotional condition or limitation that would interfere with the full performance of the essential duties of positions in this class; effective use of both hands; strength, endurance, and agility; normal hearing; vision sufficient to perform the essential functions of the class; and weight proportionate to height.

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**ADDITIONAL
DESIRABLE
CHARACTERISTICS**

Possession of the appropriate certificates as evidence of increased competency at each level is desirable. Also desirable is evidence of completed course work in the following subject areas: introduction to criminal justice, introduction to criminal law, basic investigation, evidence, criminal procedure, and philosophy of law.

THE POSITION

Special Agents, Department of Justice (DOJ) conduct complex civil and criminal investigations involving the illegal manufacture, distribution, sales, diversion, possession and use of controlled substances; conduct investigations involving organized criminal activity including, but not limited to, sexual predators, violent repeat offenders, terrorists and users of illegal weapons; plan, coordinate and participate in enforcement actions involving multiple felony suspects, conduct intelligence gathering operations in support of anti-terrorism efforts on a state and national level, work undercover as well as participate in covert stationary, mobile and aerial surveillances; conduct complex investigations of antitrust violations, Medi-Cal (Medicaid) and Federal health care program provider fraud, money laundering, asset forfeiture, physical and financial abuse, neglect, and sexual assault of elders, dependant adults, and patients, and consumer and investment frauds; assist other law enforcement agencies to conduct complex investigations; plan, direct and coordinate enforcement activities with other law enforcement agencies; interrogate and interview suspects and witnesses; make arrests; confer with and/or assist prosecutors in preparing cases for court; appear as witnesses; serve search warrants to seize evidence of criminal activity; investigate conspiracies in restraint of trade, monopolistic and unfair trade practices by business organizations; investigate the diversion by doctors, pharmacists, nurses, or other medical practitioners or medical providers of controlled substances to illicit use of legally manufactured controlled substances that relates to a Medi-Cal/Medicaid provider; advise and consult with Federal, State, and local law enforcement agencies concerned with the criminal, public health, and educational aspects of the suppression of illegal narcotic traffic; plan and coordinate narcotic enforcement activities involving State, Federal, county, and local law enforcement personnel; make arrests of law violators; gather intelligence data; investigate allegations of illegal activity or irregularities by State or local officials; provide training and technical assistance in the latest techniques of enforcement and investigation to State and local law enforcement agencies; serve in special assignments including, but not limited to, aircraft pilot, Foreign Prosecution, Criminal Investigative Profiler, task force supervisor, or legislative advocate for the Department; conduct inspections of department regional office operations and internal affairs investigations and recommend any necessary actions; make public presentations; provide protective services to public officials; investigate fraud committed against the State Medical Assistance Program. Special Agents assigned to the Firearms Division conduct overt and undercover investigations of criminal and regulatory violations of California and Federal firearms laws. They train local law enforcement in gun show regulations, assist show promoters in planning and conducting safe and legal gun shows, testify as firearms experts, maintain liaison with the Bureau of Alcohol, Tobacco, and Firearms (ATF), investigate licensed firearms dealers, and work closely with Division of Law Enforcement programs. Gambling Control Special Agents are responsible for monitoring the conduct of individuals involved in gambling operations to ensure that gambling is conducted honestly, competitively and free of criminal and corruptive elements. Agents assist local agencies in investigating suspected criminal activities such as loan sharking, money laundering, extortion and organized crime. Special Agents assigned to the aviation program coordinate department aviation resources in support of field investigations, and fly department-operated aircraft.

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**EXAMINATION
INFORMATION**

This exam will consist of a multiple-choice test and a written essay test.

The multiple choice test will measure the following:

- Intelligence/Information gathering
- Documenting and report writing
- Interview and interrogation
- Reading sources of information
- Managing the crime scene
- Identification and handling of evidence
- Public relations
- Administrative activities
- Search and arrest warrants and court orders

MULTIPLE CHOICE TEST- WEIGHTED 60%

The written essay test will measure the following:

- Skill to communicate effectively in writing in a courteous, professional manner with a variety of individuals, taking into the consideration the needs of the audience.
- Critical thinking skills and the ability to carefully and completely develop thoughts and ideas so the reader can understand the intended message.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

WRITTEN ESSAY TEST – WEIGHTED 40%

To obtain a position on the eligible list, applicants must receive a minimum rating of 70% on each part of the examination.

**PHYSICAL AGILITY
TEST**

Pass/Fail - Physical performance test will be a test of strength, agility, balance and endurance. Specific descriptions of each physical performance test will be provided to successful candidates prior to the Physical Agility Test.

**PSYCHOLOGICAL
SCREENING TEST**

Pass/Fail - This test will consist of a written examination and an interview by a psychologist.

**MEDICAL
EXAMINATION**

Pass/Fail - Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively. The medical examination also includes a back x-ray, visual acuity and color vision tests.

**POLYGRAPH
EXAMINATION**

The candidate may be required to take a polygraph examination.

**FIREARMS
CONVICTION
DISQUALIFICATIONS**

Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under his/her control a firearm or ammunition under all applicable State or Federal laws is ineligible for appointment to any position in this classification.

**TRAINING
REQUIREMENTS**

Under provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this classification.

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**VETERANS
PREFERENCE
CREDITS**

Veterans preference credits **will not** be granted.

CAREER CREDITS

Career Credits **will not** be granted in this exam.

GENERAL INFORMATION

The Department of Justice reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

It is the Candidate's Responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the Department of Justice (www.ag.ca.gov), the State Personnel Board (www.spb.ca.gov), and local Offices of the Employment Development Department (www.edd.ca.gov).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2 State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

If hearing impaired, call the California Relay Service.

1-800-735-2929 (From TDD Phone)
1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

DEPARTMENT OF JUSTICE
TESTING AND SELECTION UNIT
P.O. BOX 944255
SACRAMENTO, CA 94255-2550
(916) 324-5039